



Attending a Parole Hearing

At the Institution:

To attend the hearing at the institution, call the Institutional Parole Officer (IPPO) listed on the notice that you received. The IPPO will need to know if you are coming so they can schedule your case earlier on the docket. Make sure you are at the institution by 8 a.m. for an 8:30 a.m. hearing or an hour earlier than the time listed on the notice for hearings scheduled after 8:30 a.m. You will have to go through security to enter the institution, which may take some time.

No personal items are allowed in the institution. Bring your picture ID and your car keys. Leave the rest in your vehicle. No money, purses or cell phones are allowed in the institution. There are no EXCEPTIONS. If you have written what you want to say, you are permitted to bring those documents into the institution.

When attending a hearing at the institution, there are some important things to know. First, at the time of the hearing, you will be in the same room with the offender and the offender will hear any statements you make. Prior to the hearing, you will be in a separate room. This is a public hearing. Members of the public can make a request for the oral recordings of the hearings.

Secondly, institutions have strict dress codes. To be safe, follow these guidelines: shorts and skirts must be **below the knee cap**, wear only **closed shoes (no toes or heels showing)**, **all shirts need to have sleeves that are more than the width of a credit card**, **no shirts may be worn that expose the stomach**, **no pants with holes are allowed**, and wear clothes that are free of writing.

Via Video Conference:

BOP has the ability to use videoconference from our offices across the state. Oftentimes, the Board Members use videoconference to conduct hearings from locations other than the institution, while the offender is onsite at the institution. Videoconference allows you to save on travel time and cost, as well as the stress of entering an institution.

Locations with videoconference capabilities are: Chattanooga, Cookeville, Jackson, Johnson City, Knoxville, Memphis and Nashville. To coordinate attending a hearing via videoconference, contact a victim coordinator at one of the following locations to assist you:

Chattanooga:

Debbie Grime
(423) 634-6333 Ext. 139

Cookeville:

Pamela Hopkins
(931) 526-7165

Jackson:

MaryAnne Brooks
(731) 968-1696 Ext. 101

Johnson City:

Sara Hodges
(423) 434-6800 Ext. 132

Knoxville:

Jessi Jeffrey
(865) 582-2028

Memphis:

Dorothea Edwards
(901) 543-6449

Nashville:

Carolyn Scott
(615) 532-8112

Statewide:

Victim Services Division Toll Free Number
866-795-7467

Additional victim coordinators are located throughout the state. To find the one nearest to you who can answer any questions about the offender, the parole process, or what to expect, visit:

http://www.tn.gov/bopp/bopp_bo_vs_contacts.htm